

**WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY**

Assistant to the Director of Media Services

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: Media Services
Danbury, CT - Midtown Campus

Salary: \$42,097/minimum starting salary

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.*

Job Posting No: 083226

Closing Date: Friday, October 10, 2014

Responsible for the support of media production and operation of the Media Center. The successful candidate will coordinate the daily operations of the Media Center as well as assist faculty and staff in the design and development of video and digital media production. Additional responsibilities include assisting with the scripting, taping, lighting, audio, editing, and graphics in video and digital media production along with assisting with supervision and budgets. The Assistant to the Director will also provide media related workshops for faculty and staff as well as provide training to part-time Media Services staff. *Evening & Weekend work will be required.

Qualifications: Bachelor's Degree in a related field is required as are one to two years' experience in a media center. Recent graduates who have had "hands-on" experience may also be considered. Experience with broadcast production equipment, editing software, lighting, and sound equipment is also required. Excellent technical and communication skills are required. Occasional availability outside regular work hours (evenings, weekends, and holidays) to handle special problems and/or events is required. WCSU is a dynamic, diverse workplace. The proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Minimum Starting Salary: \$42,097, plus a comprehensive benefits package.

Application Process: Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume, as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Peggy Boyle, Assistant Director of Human Resources – Recruitment. In email subject line of reference: Your Last Name – Asst to the Director of Media Services. Submit your email, with the one attachment to hrpositions@wcsu.edu. Applications must be received no later than **Friday, October 10, 2014** in order to be considered. Late applications will not be accepted. WCSU is AA EO Employer/Educator.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.